

**Minutes of the Executive Committee**  
**Monday, June 19, 2006**

Chair Dwyer called the meeting to order at 8:30 a.m. and led the committee in the Pledge of Allegiance.

**Present:** County Board Supervisors Jim Dwyer (Chair), Jim Behrend, Pat Haukohl, Ken Herro, Duane Paulson, Bill Mitchell, Bonnie Morris. Herro arrived at 9 a.m.

**Also Present:** Internal Audit Manager Lori Schubert, Budget Specialist Linda Witkowski Chief of Staff Lee Esler, Office Services Coordinator Windy Jicha, Legislative Policy Advisor Dave Krahn, Legislative Policy Advisor Mark Mader.

**Correspondence**

Dwyer distributed and reviewed the list of correspondence. He said Supervisors should request copies of listed items from Jicha.

Esler said he met with Dewayne Johnson, Donna Brown, Bob Anderson, Gary Evans and Rich Bolte regarding coordination of the Waukesha west bypass. The county will be working administratively with the WI DOT to advance development of the bypass and identify agreed upon issues. Johnson is unable to keep his commitment of making a presentation on the bypass to the Executive Committee by June 2006.

Paulson said he received an email from Steve Brikowski regarding a company that is leaving Waukesha and a potential dog park paid for by the Waukesha taxpayers.

**Approve Minutes of June 5, 2006**

MOTION: Mitchell moved, Behrend second, to approve the minutes of June 5, 2006 as amended. Motion carried 6-0.

**Update on the 2006 Audit Plan**

Schubert said Internal Audit is in the process of preparing the End User Technology Fund Audit, which will be presented at the next Executive Committee meeting. The next audit on the schedule is contracts/consulting services. Schubert said internal audit conducted an audit of that area in the past with no significant findings. Because of the stability of the process and recent audit of DHHS contract services, Schubert would like to change the schedule and do the procurement card usage audit next. This area hasn't been audited since 1999 and is a high-risk area. The procurement card audit is on the audit work plan but not yet scheduled.

Haukohl asked if the IT network operations audit could be next? Schubert said because that division is in the middle of a reorganization, she would rather not move that audit up on the schedule. Scheduling an IT audit to begin after January 1, 2007 would be better for the department. An IT audit would probably be done in layers. We would look at how the county controls the system, security, projects approval, return on investment, etc. An IT operational audit would be quite large. Schubert would rather go into IT, focus on one chunk, then go back in a year or so to audit another piece.

Dwyer said it is ok with the committee to move the procurement card audit up and change the scope. He asked Schubert to return to the committee in September/October and review the revised audit plan.

Herro arrived at 9 a.m.

Mitchell said he is concerned about how much money the county spends on consultants and private contracting.

Paulson asked is an audit scheduled to review performance awards? Schubert said nothing is scheduled. Dwyer said if there is a request for such an audit, Schubert would help draft the language but a consultant would be hired to do the audit. Dwyer doesn't want someone who receives the benefit to audit the program because it would be subject to criticism. There is money in the County Board budget for consulting this year that could be used to pay for that audit or money could be carried from 2006 to 2007 to help cover the expense. Dwyer asked if Paulson would like something drafted? Paulson said yes.

Esler said both the Personnel and Finance Committees get reports on performance awards annually. He doesn't know that anyone has alluded to any abuse. It is constrained with the percentage increases and one-time awards are small. Dwyer said the scope of the audit would look at how staff and supervisors award the money to determine if departments are using the same procedures to determine award amounts.

Herro asked could the audit function be used to determine whether or not a county service should be provided? If services don't provide economic benefit, why do we do it? He'd like audit to determine if county services are needed or not. How can we evaluate what the county's core services should be? Haukohl said strategic planning evaluates what the county's core services should be. You can't ask internal audit to determine the county's mission.

Schubert said we can get at some of the things Herro is requesting to an extent. When planning an audit, committee input is helpful in developing the audit scope.

Dwyer asked Schubert to put together the scope for the procurement card audit for the next Executive Committee meeting.

### **Discuss Necessary Changes Needed to the County Code in Anticipation of County Board Resizing**

After some discussion, the committee asked staff to investigate the following issues for the next Executive Committee meeting:

- Supervisor compensation structure
  - Salaries
  - Per diems
    - Meeting length
    - Late arrivals/Early departures
  - Supplements
  - Penalties
- Statutory requirement of Supervisors serving on boards, commissions and lake management districts
- County Board and committee meeting schedules
- Number of County Board committees
- Number of Supervisors per committee
  - Advantages/disadvantages of each size
- Number of County Board meetings per month
  - Advantages/disadvantages for each number
- Statutory/code changes needed
- Timeline.

### **Discuss and Consider 161-A-017: Appointment of Bonnie Morris to the Park and Planning Commission**

MOTION: Paulson moved, Haukohl second, to approve appointment 161-A-017.

Herro said he's uncomfortable with Morris' appointment because Morris's husband's works in that department and there may be a conflict of interest. Herro will vote for Morris but is concerned. Morris said she was selected for this appointment because of her 20 years of experience as a municipal clerk administering zoning code and her knowledge of zoning and planning. She has a mind of her own and will look at every issue as it comes up.

Paulson asked Herro why did he bring this up if he doesn't have a problem with Morris' appointment? Herro said he believes the board rubber stamps what staff does and should be more critical of what staff says. Herro has concerns with the level of comfort Morris has with Parks and Land Use staff. You're appointing someone who's heavily involved with government to watch government. Morris said she will make decisions based on what's best for the county, not staff.

Motion carried 7-0.

### **Status Update of Capital Projects**

Witkowski summarized the update on capital projects referencing the individual items from the handout given to committee members including project title and status, original appropriation, amount expended, balance and needed corrections. The Finance Committee discusses this report annually with a focus on financial matters rather than project status.

Mitchell asked regarding open projects marked 100% complete and still open, does that mean there are still payments due? Witkowski said the project is done but some projects have a long closeout process.

Haukohl asked if a more up-to-date report available? Witkowski said a new report will be released in July. Dwyer asked Witkowski to provide copies of that report to the Finance Committee and all the chairs.

Paulson asked which project is the new roadway at Northview part of? Witkowski said it is part of the Parks pavement project. The paving was delayed because of demolition. Paulson asked if Northview is designated a park? Witkowski said the Parks handles all county owned interior routes and parking lots. They are not parks but part of the Parks responsibility to upkeep.

Esler said the pavement project at Northview cost more than \$400K. The department saved money over a few years to complete the project. Some of the work was supposed to have been done with the demolition. The Public Works committee is invited to meet at UW-Waukesha to view the completed projects. The Public Works Committee will also review public works capital projects and how the increased asphalt prices will affect upcoming projects. The annual capital projects bus tour has fewer visible things to see. Esler will check on the availability of a 12-passenger bus instead of a coach to save money.

Witkowski distributed and reviewed a handout outlining IT capital projects. She said this is what the committee will get for the next capital project review.

### **Committee Reports by Committee Chairs for the Following Meetings:**

June 15, 2006 – Public Works – Herro reported that the committee met at the Highway Operations/Central Fleet Building Complex and toured the facility. They considered the following issues at this meeting: bids for electrical upgrades at the Exposition Center and the campus carpet project, changes in the Courthouse Campus parking regulations and signage changes and an ordinance dealing with improvements to CTH Y in the Town of Lisbon and Village of Menomonee Falls. The committee heard an update on the agreement with Dodge County for CTH "P" construction in Waukesha County where road construction will cost \$3.8 million per mile. They also reviewed functions performed by the Highway Operations Division of the Public Works Department and heard an update from Esler on the Waukesha West bypass.

Esler said the new parking regulations on Riverview include 90 minute parking regulations to discourage employee parking and to encourage public parking.

June 15, 2006 – Health and Human Services – Behrend said the committee heard educational overviews on the following divisions of the HHS Department: Clinical Services, Public Health, Long Term Care and Information Systems Section of the Administrative Services Division.

June 16, 2006 – Judiciary and Law Enforcement – Morris said the committee approved two ordinances at the meeting. One ordinance accepted Edward Byrne Memorial Justice Assistance Program grant money and modified Sheriff's Department's 2006 Budget and the other approved a new position at the Communications Center. The committee also heard updates on operations in the new jail, jail population statistics and state legislation. Lastly the committee discussed a letter from WCS regarding funding concerns.

June 6, 2006 – Land Use, Parks and Environment – Mitchell reported that the committee approved three ordinances regarding the following issues: shoreland and floodland protection, zoning and an amendment to the 2006 Waukesha County Development Plan. The committee heard overviews of the Land Use Department, Land Resources and Land Information Divisions.

### **Legislative Update**

Krahn distributed and reviewed two handouts outlining bills considered challenges or successes for the just completed legislative session. Many of the "successes" are bills that were signed into law. Krahn briefly reviewed the following bills: AB 299, AB 680, AB 713, AB 211, AB 296, AB 969, SB 575, AB 152, AB 1038 and SB 283.

### **Future Agenda Items**

- Discuss WCEDC Operations and its relationship WCAN
- Discussion of ordinances versus budget
- Scope of the procurement card audit.

MOTION: Behrend moved, Haukohl second, to adjourn the meeting at 11:46 a.m. Motion carried 7-0.

Respectfully submitted,

Bonnie J. Morris  
Secretary